Proposed Staffing of the Community Development Department:

Town Of Lake Park Community Development Services Proposed Staffing

Director (CG&A - 20 Hours)

Oversee Community Development Operations Liaison Between Staff and Town Administration/Boards

Consultant (CGA Oversight Only) Town Staff (CGA Oversight Only)

Building

Building Administrator (Part Time) Review of Permits and Building Inspections

Administrative Assistant

Coordinates Building Permit Review with Planning and Zoning

Code Enforcement

Code Enforcement Office (Full-Time)

Administrative Assistant (Part-Time)

Planning & Zoning

Planning & Zoning Administrator (Full-Time CG&A) Zoning Confirmation; day-to-day operations Public Hearings;

Jr. Planner (full-time CGA)

Responsible for in-take and day-to-day operations Of Planning, Zoning; Planner-On-Call Duties

Information Systems/Graphics (Part-Time)

Maintain Land Use/Zoning Maps Maintain Comp Plan & Zoning Amendments/Changes Develop and Maintain On-line Development Applications

Schedule of Fees:

Calvin, Giordano & Associates, Inc. will provide the Scope of Services listed under Task I. and Task II. as follows:

	PROPOSED SO	CHEDULE OF FEES	
ACTIVITY/PERSONNEL	ESTIMATED		
	HOURS	AVERAGE RATE	TOTAL
Task I.			\$50,000.00
Task II.		\$22,500 per month	\$270,000.00
TOTAL			\$320,000.00

Approximately 35% of the work performed under Task I will be necessary for the Comprehensive Plan rewrite and can therefore be apportioned to that budget item for fiscal year 2003/2004.

TERMS OF AGREEMENT

The terms of the Agreement shall be valid for the client's acceptance for a period of ninety (90) days from the date of execution by Calvin, Giordano & Associates, Inc. after which time this contract offer becomes null and void if not accepted formally (evidenced by receipt of an executed copy of this document). All rates and fees quoted in this document shall be effective for a period of one (1) year, after which time they will be escalated by 4% for each year thereafter.

Calvin, Giordano & Associates and the Client agree by their signatures on this document that each party will not hire or attempt to hire any staff from the other party while under contract together.

This information is proprietary and will not be shared with others without prior written consent.

We appreciate the opportunity to submit this proposal. Calvin, Giordano & Associates, Inc. is prepared with the necessary manpower to proceed with the proposed scope of services upon receipt of the executed authorization. Our personnel are committed to completing the project in a timely manner. Please indicate your acceptance of this proposal by signing

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below and returning one executed copy to this office. We look forward to working with you on this project.

Very truly yours,

CALVIN, GIORDANO & ASSOCIATES, INC.

John P. Downes, P.E. Executive Vice President

JD/cv/jac

Attachment

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Cost of these services are \$320,000.00	
ACCEPTANCE OF CONTRACT	
Calvin, Giordano & Associates, Inc.	
By: John P. Dasun	Date: 9 9 63
Name: John P. Downes, P.E. Title: Executive Vice President	
Town of Lake Park	
By:	Date:
Name: Doug Drymon Title: Town Manager	